

Fiscal Services Director

Company:	Department of Mental Health and Developmental Disabilities (DMHDD)	Job Type:	Accounting Executive Management
Location:	US-TN-Nashville	Req'd Education:	4-Year Degree
Base Pay:	N/A	Req'd Experience:	See Below
Employee Type:	Full-Time	Req'd Travel:	Minimal
Industry:	Accounting Healthcare	Relocation Covered:	No
Manages Others:	Yes		

Contact Information

Contact:	Janice Tomlinson	Phone:	615-532-6670
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To apply for the position, please email or fax your resume to the contact information listed above.

If possible, interviews may be conducted via videoconferencing for long-distance applicants.

Organizational Description

DMHDD serves as the state of Tennessee's mental health and developmental disabilities authority and is charged with planning for and promoting an array of services from prevention and early intervention to resiliency and recovery. DMHDD operates five regional mental health institutes and contracts with mental health agencies across the state to offer community programs and services.

Expectations

DMHDD seeks an experienced leader to serve as essentially DMHDD's CFO. This leadership position oversees the fiscal functions, including accounting and auditing, throughout the department and has overall responsibility for management of all of DMHDD's fiscal services division.

- Must provide oversight of the following:
 - Accounting policy and procedure development (multi-hospital operation)
 - Audits and coordination of response to findings
 - Grantee contracts (contract payments, quarterly and annual reports, etc.)
 - Payment Card system (approval and training of new users and transactions)
 - Compliance monitoring (Develop plan and monitoring schedule, develop corrective action plans, etc.)
 - Payroll (supplementals and garnishments)
- Must have strong analytical and problem-solving skills
- Must have excellent verbal, writing, and interpersonal skills so as to communicate effectively with all levels of the organization and with staff agencies.

Requirement

- Graduation from a 4-year university or college with a major in accounting or finance; Post-graduate preferred
- CPA and/or MBA preferred
- Auditing background or an accounting background in a publicly-traded company
- Strong verbal and written communication skills
- Ability to work on multiple, complex, tasks concurrently